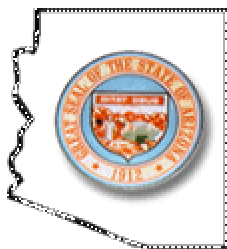


ARIZONA DEPARTMENT OF EDUCATION

Jaime A. Molera
Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 02-015

TO: Superintendents, Business Managers and Charter School Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: October 15, 2001

SUBJECT: Fiscal Year 2002 Average Daily Membership (ADM) Reports

This year and every year thereafter, all data submitted to the Arizona Department of Education (ADE) must be submitted electronically via the ADE common logon website. Per memo dated May 21, 2001, during the first year of SAIS electronic reporting, ADE must have the capability of comparing the new numbers that SAIS will aggregate with the numbers aggregated in the way school districts and charters have been reporting in previous years. Comparative analysis of this nature will help to resolve issues whenever troubleshooting may be required. For this reason, in addition to sending SAIS student detail data, it will be necessary for school districts and charter schools to report aggregated numbers in the format submitted last year. The aggregate membership and absence data will be the basis for FY 2002 equalization assistance calculations.

The formats for submitting the aggregate data into the ADE website are the DELREP program which converts the data in the format required for uploading into the ADE website. The DELREP program is only a reporting tool and cannot be used to keep attendance. The DELREP program can be downloaded from the ADE website at www.ade.az.gov/sais. Schools who will be using their own software program can locate the record layout on the ADE website at www.ade.az.gov/services/mis/filelayout. To upload your data on the website requires your common logon password.

Enclosed you will find the Average Daily Membership (ADM) instructions for completing your ADM reports. These instructions are taken from the instructions for required reports manual. The instructions for required reports manual is being updated to include the SAIS instructions and procedures.

Remember, a child counts for membership the day he/she physically attends up to and including the day he/she withdraws. Your 40th day (day 1 through 40) report is due 12 business days after your 40th day in session and your 100th day ADM report (41st day through 100th day) is due 12 business days after your 100th day in session per ARS §15-902. I. Absence days are **not** to be subtracted from the membership days. The absence days are reported separately. KG students should be reported as full days and the ADE system will divide the count in half.

Charter Schools who have students receiving **ISEP** (Indian Students Equalization Program) funds must separate and report the **NON-ISEP** students with a **cluster code of “7”** on the ADM reports for both the 40th day and the 100th day reports.

If you have any questions please contact Rose Whelihan at (602) 542-8240 or email at rwhelih@ade.az.gov . If you need technical assistance please contact the Regional Training Centers:

Regional Training Centers

<u>COUNTY</u>	<u>RTC Location</u>	
Mohave, Yavapai, Coconino, Navajo, Apache, La Paz, Yuma	Flagstaff	(888) 394-1377
Maricopa, Gila	Tempe	(480) 965-3366
Pima, Pinal, Santa Cruz	Tucson	(520) 225-4959
Graham, Greenlee, Cochise	San Simon	(866) 830-5128